

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Drainage/Irrigation Specialist	<u>Revision Date:</u>	10/14
		<u>EEO Category:</u>	Skilled Craft Worker
		<u>Status:</u>	Non-Exempt
		<u>Control No:</u>	30556

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Operations Manager, Assistant Operations Manager and Drainage Supervisor, performs skilled work pertaining to the operations, maintenance, and construction of the City storm drain and irrigation systems.

III. Essential Duties

- Maintains, constructs, installs and inspects storm drain lines and irrigation lines, head gates, diversion structures, and detention basins throughout the City system.
- Repairs and installs surface features damaged during system maintenance including landscaping, sprinklers asphalt, concrete, etc.
- Responds to customer complaints regarding flooding, irrigation and other related matters.
- Reviews plans and coordinates with engineering personnel on review and inspection of new developments.
- Coordinates maintenance with hired seasonal employees.
- Supports the Public Utilities operations as assigned.
- Fills out daily work orders and reports.
- Prepares and distributes irrigation schedules for various irrigation companies within the City.
- Reads, calculates flows, and prepares reports of the different irrigation systems in the City.
- Coordinates with engineering on bond release reviews.
- Adjusts irrigation flows to provide adequate service to users.
- Adjusts storm water as needed during storms.

IV. Marginal Duties

- Operates and maintains various types of light and heavy equipment that is used in the maintenance and construction of the irrigation and flood control systems.
- Acts as the Drainage Supervisor in the absence of the Crew Leader Supervisor.
- Performs other duties as assigned.

V. Qualifications:

Education: High School Diploma or equivalent education required.

Experience: Five years of experience or technical training in storm drain maintenance and construction, equipment operation or closely related area is required. Must also be familiar with the irrigation system within Sandy City.

Certifications/Licenses: Valid Utah Commercial Driver's License required prior to obtaining this position; required to obtain UDOT Flagging Certificate within three months of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Tools, machines, and equipment used in the operation, maintenance and construction of the storm drain system; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state and federal regulations; knowledge of, and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, UPDES, SCADA, work order system, mapping utilities, equipment and operations.

Responsibility for: Responsibility for the care, condition and use of materials, equipment, money and tools.

Communication Skills: Ability to furnish and obtain information from other departments and coordinate with other outside agencies.

Tool, Machine, Equipment Operation: Requires regular use of a telephone, calculator, hand tools, dump trucks, utility trucks and pickup trucks. Unlimited use of loaders, backhoes and excavators.

Analytical Ability: Prioritize tasks, establish effective working relationships with employees and the public; perform basic operations with little or no supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job, moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 50 lbs.

Work Environment: Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, and high voltage equipment; work in trenches, vaults, and manholes; outdoor work in all types of weather; requires 24 hour on-call status for emergency situations; requires on-call status on a rotating basis, staying within reasonable response time and answering a phone; seasonal shift work (including weekends and holidays) may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____